ASSET MANAGEMENT 101

MODULE 4

Values and Balances

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03/01/2004

ASSET EXPLORER - AW01N

This transaction is used to view:

- all values posted to the asset
- both depreciation areas
- depreciation postings
- all transactions posted to the asset – you may use the drilldown function to access the document overview and display the actual accounting (posting) documents

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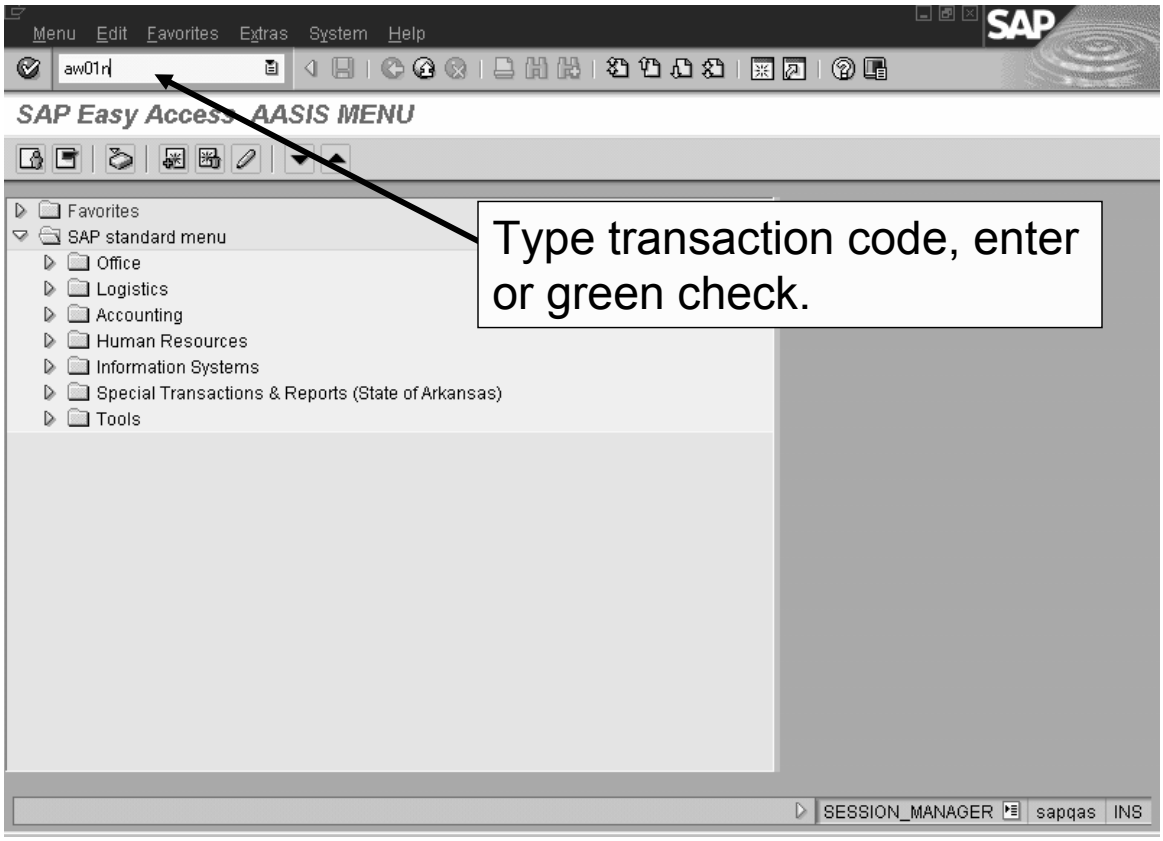

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Planned values for depreciation area 01 will populate the screen- scroll to view transactions.

Enter Company code-ARK and Asset number to display. Enter.

Asset ARK-200000000/0000
Depreciation Areas
01 Modifed Accrual De
20 Full Accrual Depr

Company Code ARK
Asset 200000000 0
Fiscal year 2004

Planned values | Posted values | Comparisons | Parameters

Planned values Modifed Accrual Depreciation Area GASB3...

	Fiscal year start	Change	Year-end	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.		3,000.00-	3,000.00-	USD
Unplanned dep.				USD
Write-up				USD

Objects related to asset
Vendor
Ben and Franklin
Cost Center
DFA
Purchase Order
02/05/2004
G/L Account
Equipment (Modified)

Transactions

AsstVal date	Amount	TTy	Tran. type text	Σ Ord. dep.	Crcy
02/06/2004	3,000.00	120	Goods receipt	3,000.00-	USD

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NOTE: Objects related to asset has drill down capability. For example, double click on Purchase Order date and it will take you to the actual Purchase Order document.

Select for depreciation area 20 for Full Accrual depreciation-scroll to view transaction.

Asset Edit Goto System Help

Asset Explorer

Asset ARK-200000000/0000
Depreciation Areas
01 Modifed Accrual
20 Full Accrual Depr

Objects related to asset
Vendor
Ben and Franklin
Cost Center
DFA
Purchase Order
02/05/2004
G/L Account
Equipment (Modified)

Asset 200000000 0 Refrigerator

Fiscal year 2004

Planned values | Posted values | Comparisons | Parameters

Planned values Full Accrual Depreciation (Cost)

	Fiscal year start	Change	Year-end	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.		125.00-	125.00-	USD
Unplanned dep.				USD
Write-up				USD

Transactions

AsstVal date	Amount	TTy	Tran. type text	Σ Ord. dep.	Crcy
02/06/2004	3,000.00	120	Goods receipt	125.00-	USD
				125.00-	USD

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Asset Edit Goto System Help

Asset Explorer

Select to view posted values.

Asset ARK-200000000/0000
Depreciation Areas
01 Modifed Accrual De
20 Full Accrual Depr

Asset 200000000
Fiscal year 2004

Planned values | Posted values | Comparisons | Parameters

Posted dep. values Full Accrual Depreciation (Cost)

	Fiscal year start	Change	Posted values	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD

Objects related to asset
Vendor
Ben and Franklin
Cost Center
DFA
Purchase Order
02/05/2004
G/L Account
Equipment (Modified)

Depreciation posted/planned

Per		Status	Σ Ord. dep.	Σ Uplnd dep.	Σ Reserves	Σ Interest	Σ Reval.dep.	Crcy
8		Planned	25.00-	0.00	0.00	0.00	0.00	USD
9		Planned	25.00-	0.00	0.00	0.00	0.00	USD

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Asset Edit Goto System Help

Asset Explorer

Click to exit transaction.

Asset ARK-200000000/0000
Depreciation Areas
01 Modifed Accrual De
20 Full Accrual Depr

Company Code ARK State of Arkansas
Asset 200000000 0 Refrigerator
Fiscal year 2004

Planned values | Posted values | Comparisons | Parameters

Posted dep. values Full Accrual Depreciation (Cost)

	Fiscal year start	Change	Posted values	Crcy
APC transactions		3,000.00	3,000.00	USD
Acquisition value		3,000.00	3,000.00	USD
Ordinary deprec.				USD
Unplanned dep.				USD
Write-up				USD

Objects related to asset
Vendor
Ben and Franklin
Cost Center
DFA
Purchase Order
02/05/2004
G/L Account
Equipment (Modified)

Depreciation posted/planned

Per		Status	Σ Ord. dep.	Σ Uplnd dep.	Σ Reserves	Σ Interest	Σ Reval.dep.	Crcy

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NOTE: You can view values and transactions for a main asset and all of its sub-assets by entering an asterisk (*) in the sub-number field.

ASSET BALANCES – AR01

This transaction allows you to pull up a list of assets to view acquisition value, book value and accumulated depreciation value. It also allows you several different viewing options, individual asset or groups of assets, e.g. asset history, asset acquisition, asset retirement, etc.

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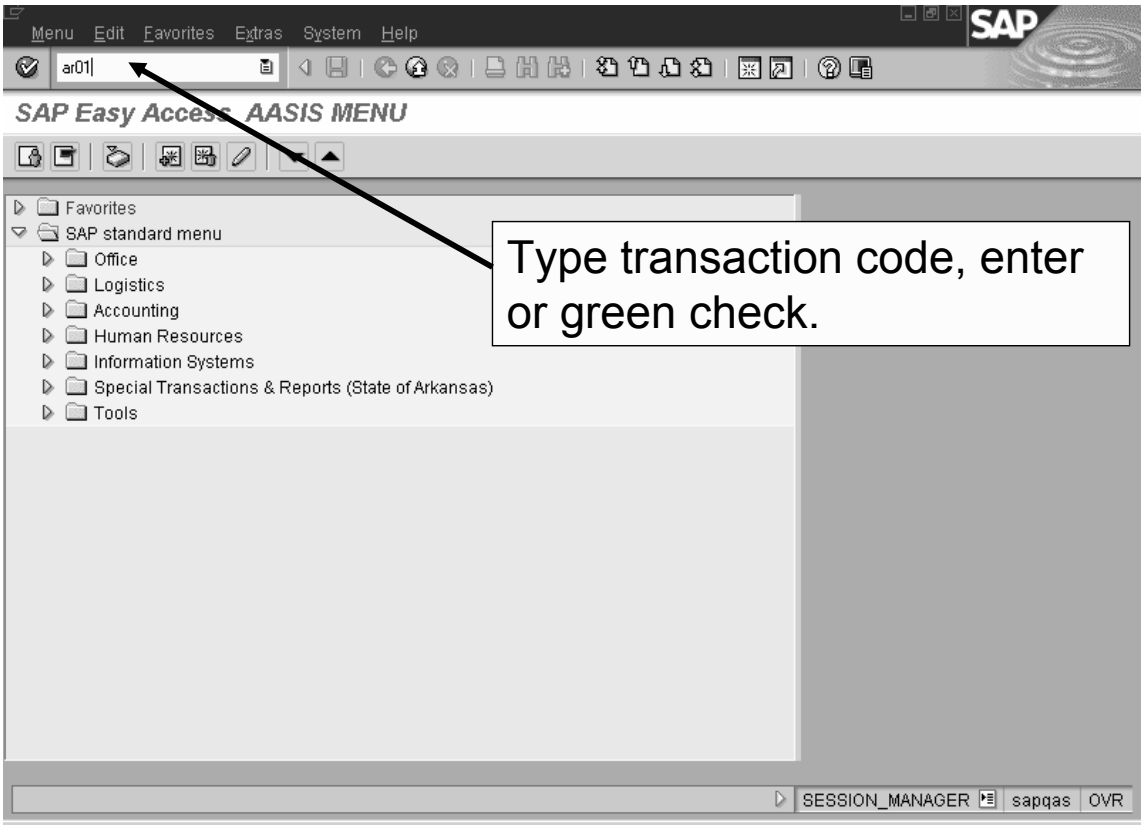

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Program Edit Goto System Help

Asset Balances

1. Enter Company code – ARK

Dynamic selections Shift+F4

Company code to
Asset number to
Sub-number to

Click for additional selection criteria.

Selections
Asset class to
Business area to
Cost center to
Plant to
Location to
Asset super number to

Worklist

2. Enter in selection criteria.

3. Enter Report date. **See Notes Page.**

Settings
Report date 06/30/2003
Depreciation area 20 Full Cost
Sort version 0001 Co. code/bus. area/bal. item/B/S acc
Translation method

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Report Date field:

Current fiscal year – Enter the date for any period.

You must enter the last day for that particular period.

Closed or future fiscal years – Enter the last month and day for the particular fiscal year.

Program Edit Goto System Help

Asset Balances

Time-dependent data
Assignments
Status
Acquisition Code
Evaluation group 3
Evaluation group 4
Investment reason
Class Code
Origin data

Open folder and highlight and double click or click on the black arrow.

Company code	ARK	to	
Asset number		to	
Sub-number		to	

Selections

Asset class		to	
Business area	0610	to	
Cost center		to	
Plant		to	
Location		to	

ETR (1) (510) sapetr INS

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Information that is in the asset master record may be selected as criteria to run the report.

Program Edit Goto System Help

Asset Balances

Time-dependent data
Assignments
Status
Acquisition Code
Evaluation group 3
Evaluation group 4
Investment reason
Class Code
Origin data

Dynamic selections
Assignments
Status 001
Acquisition Code 001

Company code ARK
Asset number
Sub-number

Selections
Asset class to
Business area 0610 to
Cost center to
Plant to
Location to

ETR (1) (510) sapetr INS

Follow same process for additional choice and click execute.

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List Edit Goto System Help

Asset Balances

Assets | Create worklist | Add to worklist

Report date: 06/30/2003 Asset Balances - 20 Full Cost Creation date: 06/05/2003 1

Companycode	Businessarea	Bal.sheetitem	Bal.sht.act.APC	Assetclass
ARK		??????????	1991360000	2000

Main number	SNo.	Cap. date	Name	Acq.value	Accum.dep.	Book val
200023142	0	10/04/2001	HP RACK SYSTEM/E41	4,532.34	1,586.32-	2,946.02
200023143	0	10/04/2001	HP NETSERVER RACK SYSTEM/E41	6,353.79	2,223.83-	4,129.96
200023144	0	10/04/2001	HP RACK SYSTEM/E41	5,625.64	1,968.98-	3,656.66
200071808	0	12/19/2001	NETWORK SWITCH GEAR	2,520.20	2,520.20-	0.00
200071809	0	12/19/2001	NETWORK SWITCH GEAR	2,520.20	777.07-	1,743.13
200071810	0	12/19/2001	NETWORK SWITCH GEAR	3,962.37	1,221.73-	2,740.64
200071811	0	12/19/2001	NETWORK SWITCH GEAR	3,962.37	1,221.73-	2,740.64
200071812	0	12/19/2001	NETWORK SWITCH GEAR	5,497.36	1,695.01-	3,802.35
200102442	0	12/19/2001	FILE SERVER	6,492.25	2,001.77-	4,490.48
200102443	0	12/19/2001	FILE SERVER	6,494.28	2,002.40-	4,491.88
200114190	0	08/01/2002	GRASSHOPPER LAWN MOWER	9,145.65	1,649.21-	7,496.44
200114191	0	08/01/2002	GRASSHOPPER LAWN MOWER	9,145.64	1,649.21-	7,496.43
200140896	0	12/12/2002	CATALYST 2524-PWR-XL ENTERPRISE EDITION	2,628.82	306.70-	2,322.12
200144211	0	11/21/2000	MOTOROLA RADIO MTX8000	815.68	214.12-	601.56
Assetclass		2000	Equipment *	69,696.59	21,038.28-	48,658.31
Bal.sht.act.APC		1991360000	Equipment Full CAFR **	69,696.59	21,038.28-	48,658.31

Report date: 06/30/2003 Asset Balances - 20 Full Cost Creation date: 06/05/2003 2

Companycode	Businessarea	Bal.sheetitem	Bal.sht.act.APC	Assetclass
ARK		??????????	1991370000	2100

Main number	SNo.	Cap. date	Name	Acq.value	Accum.dep.	Book val
210010593	0	09/18/2001	GATEWAY COMPUTER, E-4600 SE	2,071.73	2,071.73-	0.00
210010594	0	09/18/2001	GATEWAY COMPUTER, E-4600 SE	2,194.34	2,194.34-	0.00

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The report is sorted by Asset Class.

It lists the:

- Asset Main number and Sub number
- Capitalization date
- Name
- Acquisition value
- Accumulated depreciation
- Book value
- and totals for each by Asset Class

List Edit Goto System Help

Asset Balances

Assets | Create worklist | Add to worklist

Report date: 06/30/2003 Asset Balances - 20 Full Cost Creation date: 06/05/2003 2

Companycode	Businessarea	Bal.sheetitem	Bal.sht.act.APC	Assetclass
ARK		??????????	1991370000	2100

Main number	SNo.	Cap. date	Name	Acq.value	Accum.dep.	Book val
210075838	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075839	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075840	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075841	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075842	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075843	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210075844	0	12/19/2002	GATEWAY COMPUTER E-4000	1,567.39	1,567.39-	0.00
210077631	0	01/10/2003	EMERGENCY GENERATOR	1,954.44	1,954.44-	0.00
210077999	0	02/06/2003	MILLER WELDING MACHINE	1,792.37	1,792.37-	0.00
210078944	0	03/26/2003	RIGID DRUM MACHINE K750	1,539.77	1,539.77-	0.00
210081274	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081275	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081276	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081277	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081278	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081279	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
210081280	0	04/24/2003	GATEWAY E-4000 COMPUTER	1,907.53	1,907.53-	0.00
Assetclass		2100	Equip - Low Value *	58,563.98	58,563.98-	0.00
Bal.sht.act.APC		1991370000	Low Val Equip (Full) **	58,563.98	58,563.98-	0.00
Bal.sheetitem		??????????	***	128,260.57	79,602.26-	48,658.31
Businessarea			****	128,260.57	79,602.26-	48,658.31
Companycode		ARK	State of Arkansas *****	128,260.57	79,602.26-	48,658.31

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The bottom of the report has totals for all Asset Classes.

FIXED ASSET LIST
ZFI_FALIST

This transaction allows you to pull up a list of assets using several different selection and processing options.

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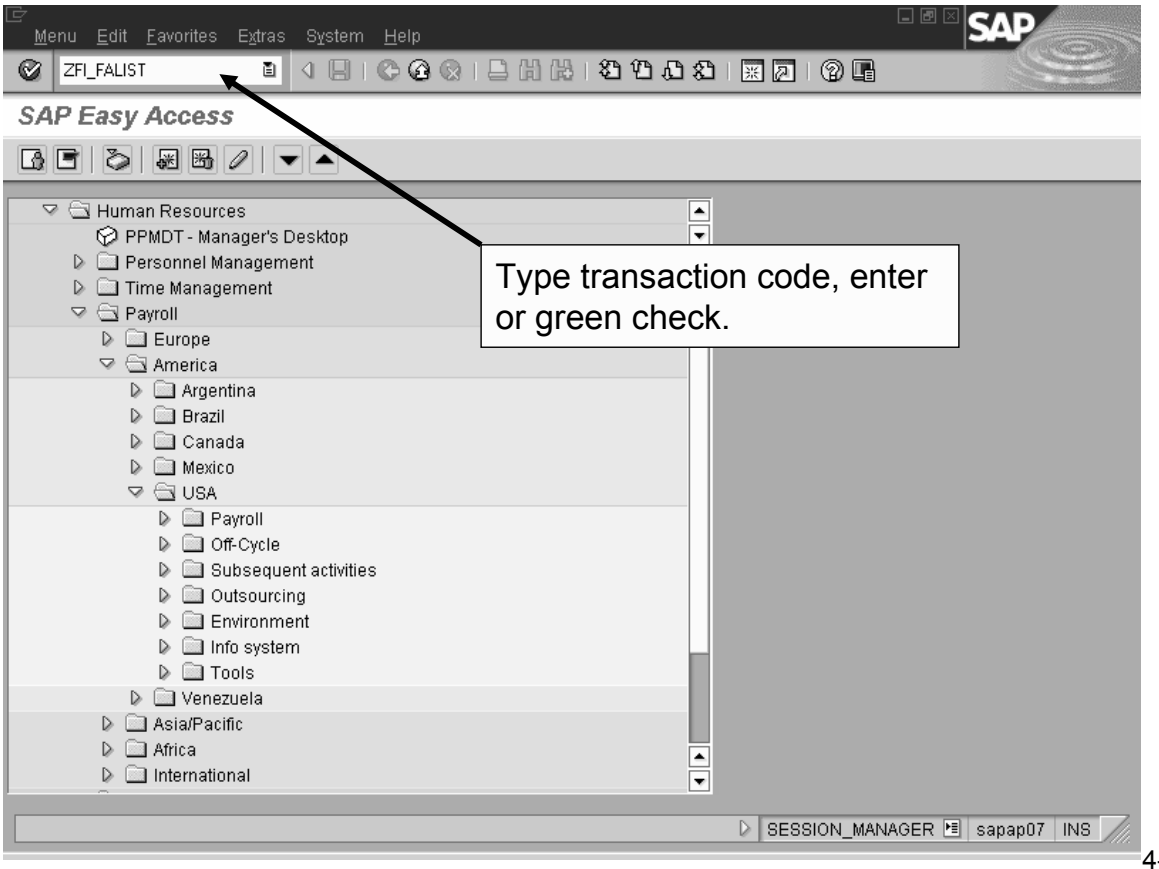

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Program Edit Goto System Help

Fixed Asset List

Report-specific selections

Asset number		to	
Sub-number		to	
Asset class		to	
Business area	0264	to	
Cost center		to	
Room		to	
License plate no.		to	
Personnel Number		to	
Fund		to	
Functional Area		to	
Funds Center		to	
Date validity ends	12/31/9999	to	
Fiscal year	2004	to	
Real depreciation area	1	to	
Class Code		to	
Serial number		to	
Inventory number		to	
Asset capitalization date		to	
Deactivation date		to	

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Filling in the above fields will give you a list of all classes of assets.

If the Real depreciation area and Fiscal year fields are not completed the assets will be listed on the report multiple times. Remember there are 2 depreciation areas in AASIS and if one is not specified then both will be listed. If fiscal year is left blank, there will be a line for each year that the asset was active in AASIS.

The date validity ends 12/31/9999 so that assets that have additional intervals for time-dependent data will be listed only once.

Report Edit Goto System Help

Fixed Asset List

Fixed Asset List

Class	BA	Asset	SNo.	Asset description	Serial no.	Inventory no.	Room	Lic plate	Pers.no.	Σ APC t
2000	0264	200025681	0	DESK L-UNIT WOOD	DMNYCM/DBNYCM	0000001				
		200025682	0	COMPUTER, PERSONAL	9VI68/1780RA910P-B	0000002				
		200025683	0	DESK L-UNIT WOOD	D2NYMM/DXNYCM	0000008				
		200025684	0	COMPUTER, PERSONAL	9VI63/1780R-A90F7-	0000009				
		200025685	0	DESK L-UNIT WOOD	D6YPM0/DXYPC0	0000013				
		200025686	0	COMPUTER, PERSONAL	G3JXE/MX01780R-478	0000014				
		200025687	0	COMPUTER PRINTER	U5CC084563	0000018				
		200025688	0	DESK L-UNIT WOOD	D824DW/DKYPC0	0000019				
		200025689	0	COMPUTER, PERSONAL	52BK00B/MX0832DX47	0000020				
		200025690	0	DESK L-UNIT WOOD	DDNYCM/C9NYCM	0000027				
		200025691	0	COMPUTER, PERSONAL	42BK00B/MX-0832DX-	0000028				
		200025692	0	CHAIR STACKING		0000041				
		200025693	0	LECTERN		0000042				
		200025694	0	COMPUTER PRINTER	USCC084564	0000051				
		200025695	0	SCALES MAIL AND PARCEL POST	6002738	0000056				
		200025696	0	COMPUTER, MICRO PORTABLE	1J8BCHP6L03C	0000059				
		200025697	0	COMPUTER, MICRO PORTABLE	1J91CHP6M02F	0000060				

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On this report you can view the asset number, sub-number, the asset main number text, who created the asset, an inventory number if maintained in the system, the asset class, cost center, and business area.

If you continue to scroll to the right you can view other information, such as, Accum. Depreciation, Cap. Date, Class Code, etc.